



AGENDA
FOR THE ORDINARY MEETING
OF COUNCIL
TO BE HELD IN
THE COUNCIL CHAMBERS, YALGOO
ON FRIDAY, 26 APRIL 2019
COMMENCING 10.00 AM



SHIRE OF YALGOO

NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE YALGOO COUNCIL CHAMBERS, YALGOO ON FRIDAY, 26 APRIL 2019 COMMENCING AT 10.00 AM.

Silvio Brenzi

Chief Executive Officer



CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	2
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	2
3.	DISCLOSURE OF INTERESTS.....	2
4.	PUBLIC QUESTION TIME	3
4.0	QUESTIONS TAKEN ON NOTICE	3
4.1	QUESTIONS TAKEN WITHOUT NOTICE	3
5.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	3
6.	APPLICATIONS FOR LEAVE OF ABSENCE	3
7.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED.....	3
7.0	MEETINGS ATTENDED BY ELECTED MEMBERS.....	3
8.	CONFIRMATION OF MINUTES.....	4
8.0	ORDINARY COUNCIL MEETING	4
8.1	SPECIAL MEETING OF COUNCIL.....	4
9.	REPORTS OF COMMITTEE MEETINGS	5
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters.....	5
10.0	INFORMATION ITEMS	5
11.	MATTERS FOR DECISION	5
11.0	MATTERS BROUGHT FORWARD	5
11.1	TECHNICAL SERVICES	6
11.1.1	Progress Report on the Capital Works Program 2018-19	6
11.1.2	Technical Services Monthly Report 31 March 2019.....	11
11.2	DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH	12
11.3	FINANCE	12
11.3.1	Accounts for Payment March 2019.....	12
11.3.2	Investments as at 31 March 2019	20
11.3.3	Financial Activity Statement for the Period ended the 31 March 2019.....	23
11.4	ADMINISTRATION.....	25
11.4.1	Report on Matters Outstanding as at 16 April 2019.....	25
11.4.2	Report for Donation – Mid West Group of Affiliated Agricultural Societies	27
11.4.3	Report on National Congress and Business Expo 2019 – The Future Local Government Leader.....	29
11.4.4	Report on Significant Audit Findings for the year ended 30th June 2018	31
11.4.5	Report on the redirection of the Paynes Find Wagga Wagga Road (Muralgarra Road) to bypass the Mur homestead.	33
12.	NOTICE OF MOTIONS	33
13.	URGENT BUSINESS	33
14.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	33
14.0	STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC.....	33
14.1	Report on Chief Executive Officer Performance Review – Engagement of Consultant.....	35
15.	NEXT MEETING	35
16.	MEETING CLOSURE.....	35



Agenda for the Ordinary Meeting of the Yalgoo Shire Council,
To be held in the Community Centre, Yalgoo
On Friday 26 April 2019 commencing at 10.00 am.

PLEASE TURN OFF ALL MOBILE PHONES PRIOR TO THE COMMENCEMENT OF THE MEETING

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS

STAFF

GUESTS

OBSERVERS

LEAVE OF
ABSENCE

APOLOGIES

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting.

8. CONFIRMATION OF MINUTES

8.0 ORDINARY COUNCIL MEETING

Background

Minutes of the Ordinary Meeting of Council have previously been circulated to all Councillors.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION

Minutes of the Ordinary Meeting

That the Minutes of the Ordinary Council Meeting held on 22 February 2019 be confirmed as a true and correct record of proceedings.

Moved:

Seconded:

Motion put and carried / lost

8.1 SPECIAL MEETING OF COUNCIL

Background

Minutes of the Special Meeting of Council have previously been circulated to all Councillors.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION

Minutes of the Special Meeting of Council

That the Minutes of the Special Meeting of Council held on 25 March 2019 be confirmed as a true and correct record of proceedings.

Moved:

Seconded:

Motion put and carried / lost

9. REPORTS OF COMMITTEE MEETINGS

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters

10.0 INFORMATION ITEMS

Sharing of operational information on items that are not confidential, do not require a decision and do not meet the definition of matters for which the meeting may be closed under section 5.23 of the Local Government Act (e.g.: matters affecting employee/s or the personal affairs of any person).

11. MATTERS FOR DECISION

11.0 MATTERS BROUGHT FORWARD

11.1 TECHNICAL SERVICES

11.1.1 Progress Report on the Capital Works Program 2018-19

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 April 2019
	Nil

Matter for Consideration

To receive the Progress Report on the 2018-2019 Capital Works Program.

Background

The Shire in adopting its 2018-2019 Annual Budget has allocated funds amounting to \$2,223,003 for the purpose of acquiring capital assets and undertaking infrastructure works.

Statutory Environment

Nil

Strategic Implications

Timely delivering of the various capital projects which will deliver the objectives of the Community Strategic Plan.

Policy Implications

Nil

Financial Implications

To deliver the Capital Works Program within the budgeted allocations.

Consultation

Nil

Comment

The Capital Works Projects for the 2018-2019 financial year are detailed be:

CAPITAL WORKS PROGRAMME 2018-19

The following assets and works are budgeted to be acquired or undertaken during the year:

		2018-19 ANNUAL BUDGET	2018/19 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<u>By Program</u>					
Governance					
000000-Admin Mobile Phones,laptop,Computers,Office Equip.	F & E	2,492	0	2,492	
000000- Motor Vehicle CEO	P & E	86,970	92,456	(5,486)	completed minor over expenditure
000000- Motor Vehicle CGTS	P & E	64,794	59,132	5,662	completed minor savings
Law Order Public Safety					
000000-CCTV Yalgoo Townsite	F & E	9,000	0	9,000	
000000-CCTV Yalgoo Townsite - Conect to Yalgoo Police Station	F & E	4,000	0	4,000	
Housing					
000000-Staff Housing - Security	L & B	65,000	4,758	60,242	in progress
000000-Two Units 17 Shemrock Street	L & B	86,350	0	86,350	
Recreation and Culture					
000000 - Arts and Crafts Building	L & B	25,000	0	25,000	
000000-Power Supply Mens Shed and Rifle Club	L & B	15,000	0	15,000	
000000-Bollard Fence - Community Park	Recreation	8,000	968	7,032	in progress
000000- Community/School Oval Development	F & E	35,250	0	35,250	
000000- Community/School Oval Shared Use Development	Recreation	718,000	772,913	(54,913)	in progress

The CEO to provide a verbal update on the status of the capital projects as at 31 MARCH 2019

The following assets and works are budgeted to be acquired or undertaken during the year:

		2018-19 ANNUAL BUDGET	2018/19 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
By Program					The CEO to provide a verbal update on the status of the capital projects as at 31 MARCH 2019
Transport					
000000- Machinery Shed Depot	L & B	7,393	6,230	1,163	completed minor saving
000000-Flood Control -Fuel Station	L & B	11,410	11,009	401	completed minor saving
000000- Depot -Electric Boundary Fence and Gate	L & B	6,700	6,700	0	completed
000000- Water Cart Modifications	P & E	10,000	0	10,000	
000000- Motor Vehicle Foreman	P & E	68,722	76,723	(8,001)	completed minor over expenditure
000000- Motor Vehicle Works Hilux	P & E	49,000	0	49,000	
000000- Generator 4.5kva	P & E	4,290	0	4,290	
000000- Generator 6.0kva with Fuel Tank	P & E	9,500	9,500	0	completed
000000- Transfer Pump	P & E	6,200	6,200	0	completed
000000- Paynes Find Airstrip Fence	Other	45,000	0	45,000	
000000-Paynes Find Beautification	Other	18,656	0	18,656	
ROADS TO RECOVERY GRANTS					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	544,968	500,000	44,968	in progress
RRG SPECIAL GRANT RD WORKS					
000000- Yalgoo/Ninghan Road - Seal to width 4m	Roads	300,000	314,500	(14,500)	in progress
MUNICIPAL FUND					
000000- North Road - Crossing	Roads	10,000	3,000	7,000	in progress

The following assets and works are budgeted to be acquired or undertaken during the year:

		2018-19 ANNUAL BUDGET	2018/19 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<u>By Program</u>					
Economic Services					
000000-Caravan Park - Washing Machine and Dryer	F & E	3,200	6,240	(3,040)	completed over expenditure
000000- Shelter and Seating Jokker Tunnel	L & B	4,054	0	4,054	quotations received and deposit paid
000000- Shelter and Visitors Board at Railway Station	L & B	4,054	0	4,054	quotations received and deposit paid
		2,223,003	1,870,329	352,674	

The CEO to provide a verbal update on the status of the capital projects as at 31 MARCH 2019

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Progress Report on the Capital Works Program 2018 - 2019

That Council receive the Progress Report on the Capital Works Program 2018 – 2019 as at 31 March 2019.

Moved:

Seconded:

Motion put and carried/lost:

LATE REPORT

Reports will be provided prior or at the meeting

11.1.2 Technical Services Monthly Report 31 March 2019

Author:	Ray Pratt, Works Foreman
Interest Declared:	No interest to disclose
Date:	
Attachments	Nil

Matter for Consideration

That Council receives the Technical Services Monthly Report as at 28 February 2018.

Background

Nil

Statutory Environment

Nil

Statutory Implications

Nil

Consultation

Nil

Comment

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Technical Services Monthly Report 31 March 2019

That Council:

Receive the Technical Services report as at 31 March 2019.

Moved:

Seconded:

Motion put and carried/lost:

11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

11.3 FINANCE

11.3.1 Accounts for Payment March 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 April 2019
Attachments	Nil

Matter for Consideration

Council approve the Accounts for Payment list for the period 1 March 2019 to 31 March 2019 as detailed in the report below.

Background

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 requires the Chief Executive Officer to present a list of accounts paid and/or payable to Council and such to be recorded in the minutes of the meeting.

Statutory Environment

Local Government Act 1995

6.10 Financial Management regulations

Regulations may provide for –

- a. The security and banking of money received by a local government’ and
- b. The keeping of financial records by a local government; and
- c. The management by a local government of its assets, liabilities and revenue; and
- d. The general management of, and the authorisation of payments out of –
 - I. The municipal fund; and
 - II. The trust fund, of a local government.

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO’s duties as to etc.
 1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
 - I. The payee’s name; and
 - II. The amount of the payment; and
 - III. The date of the payment; and
 - IV. Sufficient information to identify the transaction.
 2. A list of accounts for approval to be paid is to be prepared each month showing –
 - a. For each account which requires council authorisation in that month –
 - I. The payee’s name; and
 - II. The amount of the payment; and
 - III. Sufficient information to identify the transaction; and
 - b. The date of the meeting of the council to which the list is to be presented.
 3. A list prepared under subregulation (1) or (2) is to be –

- a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b. Recorded in the minutes of that meeting.

Strategic Implications

Nil

Financial Implications

Nil

Consultation

Nil

Comment

The list of accounts paid for the period 1 March 2019 to 31 March 2019 are as follows:

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1487*2019	MCDONALDS WHOLESALERS	26/03/2019	SUNDRY ITEMS FOR CARAVAN PARK	82.91
1443*2019	MODULAR WA	26/03/2019	Progress payment -Sports Oval Development	107,773.12
1428*2019	SAGE HOTEL WEST PERTH	26/03/2019	Staff Training- Gaye Dennison:ACCOMMODATION AND MEALS 17TH & 18TH	431.00
1379*2019	THE GOOD GUYS GERALDTON	26/03/2019	2 X KBM 5302 WA/RFridges & 1 x HCF 524 W2 Freezer	2,267.00
1311*2019	HODDER, TAMISHA	26/03/2019	March Meeting Fee 22.03.2019	645.67
1220*2019	PAYNE, GREGORY ARTHUR	26/03/2019	March Meeting Fee 22.03.2019	1,114.93
1187*2019	Truckline Geraldton	26/03/2019	Parts -Flexiguard Rubber	591.14
1182*2019	ThinkWater Geraldton	26/03/2019	Material Purchases -POLY PIPE FITTINGS	378.05
1166*2019	BRENZI, Silvio	26/03/2019	Reimbursement-MEG Meeting & Shelving for Sports Oval	645.05
1153*2019	Pratt, Ray	26/03/2019	Reimbursement - Keys cut for Public Amenities	33.30
1139*2019	Lawson, PERCY (SENIOR)	26/03/2019	March Meeting Fee 22.03.2019	409.67
1085*2019	Kanny, Joanne	26/03/2019	March Meeting Fee 22.03.2019	1,918.87
1073*2019	Great Northern Rural Services.	26/03/2019	Submersible Pump for Caravan Park	671.17
1064*2019	REFUEL AUSTRALIA	26/03/2019	February 2019 Fuel Supplies	15,662.59
1059*2019	Trenfield, Gail	26/03/2019	March Meeting Fee 22.03.2019	645.67
1056*2019	Five Star Business Equipment & Comms	26/03/2019	Photocopier Maintenance	697.51
1021*2019	Bunnings Building Supplies Pty Ltd	26/03/2019	SUNDRY ITEMS FOR WORKSHOP	33.75
1512*2019	CALLO, GIUSEPPE PETER	19/03/2019	Wild Dog Bounty	440.00

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1509*2019	GERALDTON TV & RADIO	19/03/2019	SUPPLY (3) SET TOP BOX	941.00
1501*2019	ST JOHN AMBULANCE WA LTD	19/03/2019	Snakebite Bandages (60)	392.90
1478*2019	SIMPSON, PHYLLIS	19/03/2019	Payment -Sale of Art Work (Bookmarks)	7.50
1423*2019	EVENT ART TENTS - EMMALINE JAMES	19/03/2019	Art Supplies for Art Centre	659.82
1412*2019	PRATT, HELEN	19/03/2019	Payment - Sale of Art Work (Birthday Card)	7.50
1284*2019	DEPARTMENT OF MINES, INDUSTRY REGULATIONS & SAFETY	19/03/2019	Building Permit Fee	912.64
1280*2019	BP MECHANICAL MAINTENANCE	19/03/2019	YA881 - Service & Repairs, YA493 - Service & Repairs ,YA853 - Service & Repairs, YA840 - Service & Repairs, YA1627 - Service & Repairs, YA1643 - Service & Repairs Water Pump , YA1643 - Service, YA1614 - Service, YA890 - Service & Repairs Parts, YA329 - Service, YA1627 - Service & Repairs, YA465 - Service & Repairs, YA465 - Service & repairs, MONTHLY SERVICE & REPAIRS TO SHIRE VEHICLES, YA1622 - Service & Repairs	13,125.66
1264*2019	PINPOINT CLEANING SOLUTIONS	19/03/2019	Monthly Clean of Shire Buildings	2,640.00
1240*2019	Westrac Equipment Pty Ltd	19/03/2019	YA860: CARRY OUT 2000HR SERVICE AS PER ESTIMATE 91	3,490.78
1210*2019	YUIN PASTORAL	19/03/2019	Construction of a 7.3 metre grid on Tardie/Yuin Road	16,137.00
1191*2019	Veolia Environmental Services	19/03/2019	Rubbish Service Collection Fee	4,089.14
1186*2019	Truck Centre(WA) Pty Ltd	19/03/2019	YA795: SERVICE & REPAIRS AS PER ESTIMATE 4419938	3,962.98
1171*2019	WINC AUSTRALIA PTY LIMITED	19/03/2019	WINC Office Supplies	1,023.19
1162*2019	Security & Keys	19/03/2019	Bi-lock Keys & Cylinders	1,952.03

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1124*2019	Murchison Regional Vermin Council	19/03/2019	Contribution for 106 kilometres Cell Fence (stage 2)	91,666.66
1106*2019	Mick Davey Butchers	19/03/2019	Food Supply for School Holiday Activities	250.00
1075*2019	Hallinan Refrigeration & Airconditioning	19/03/2019	REPAIRES TO SHIRE AIR CONDITIONERS AS PER QUOTE 42645	6,040.77
1067*2019	Geraldton Toyota	19/03/2019	YA1000 VEHICLE SERVICE	517.11
1051*2019	Elite Electrical Contracting Pty Ltd	19/03/2019	Electrical Repairs - RCD Fault at Caravan Park	849.79
1040*2019	Courier Australia	19/03/2019	Freight Charges: WINC	22.00
1040*2019	Courier Australia	19/03/2019	Freight Charges: NLS Perth Freight Charges, WINC, Five Star, NLS	222.38
1037*2019	Core Business Australia Pty Ltd	19/03/2019	Project Management -Claim 3: Yalgoo Sports Oval Development	10,241.00
1024*2019	Canine Control	19/03/2019	Ranger Service 10 & 14 March 2019	967.05
1021*2019	Bunnings Building Supplies Pty Ltd	19/03/2019	SUNDRY ITEMS FOR CARAVAN PARK, SUNDRY SUPPLIES FOR WORKSHOP Gas Bottle Exchange & Supplies for laundry	490.36
1018*2019	BOQ Asset Finance & Leasing Pty Ltd	19/03/2019	Photocopier Rental	329.50
1016*2019	BOC Limited	19/03/2019	Container Service Pallet exchange	126.49
1015*2019	Beaurepaires	19/03/2019	Tyres as per QUOTE - U534345796, Tyres for YA860, TYRES FOR YA860, YA487, YA465	1,914.40
1009*2019	Austral Mercantile Collection Pty Ltd	19/03/2019	Debt Collection fees - Rates	2,142.90
1511*2019	OSCAR & EVE MACRAME	11/03/2019	Macrame Workshop	840.00
1508*2019	WA MACHINERY BROKERS	11/03/2019	SUPPLY 1 200 LTS TANK & PUMP - Paynes Find	759.00
1506*2019	DONGARA BODY BUILDERS	11/03/2019	Repairs -YA479 & YA1613, 4 WIRE ROPES	1,694.00

1487*2019	MCDONALDS WHOLESALERS	11/03/2019	SUNDRY SUPPLIES FOR CARAVAN PARK	106.74
1483*2019	JARAM AUSTRALIA	11/03/2019	YA 1000 - STORAGE CHEST AS PER QUOTE 42030	7,579.13
1372*2019	DARREN LONG CONSULTING	11/03/2019	Consultancy Fees -Bank Reconciliation: September, October & November 2018	3,630.00
1337*2019	HILLE, THOMPSON & DELFOS	11/03/2019	Survey Costs - PaynesFind - Boundry Staking of RES 40170	946.00
1277*2019	REILLY & CO	11/03/2019	November & January School Holiday Program Flyer	528.00
1187*2019	Truckline Geraldton	11/03/2019	Sundry Supplies for Workshop	296.83
1160*2019	RSM Bird Cameron	11/03/2019	Audit of Roads to Recovery 2017/2018 Return	1,100.00
1153*2019	Pratt, Ray	11/03/2019	Poly Fittings for Depot	20.45
1124*2019	Murchison Regional Vermin Council	11/03/2019	Precepts - Yalgoo Shire 2018/2019	21,604.00
1101*2019	Marketforce	11/03/2019	Advertising Midwest Time - March 2019 Change of Date of Annual General Meeting of Electors	575.70
1091*2019	Landgate	11/03/2019	Valuations -Mining Tenements	39.00
1040*2019	Courier Australia	11/03/2019	Freight Charges -YA465 - Parts	67.60
1028*2019	Civic Legal	11/03/2019	Legal Fees -Recovery of Rates from Living Cities Development, Claim for return of Regional Road Funding Grant	2,603.70
1024*2019	Canine Control	11/03/2019	Ranger Service - 28 February 2019	967.05
1007*2019	ATOM Supply	11/03/2019	WORKSHOP SUPPLIES: Depot	638.54
1490*2019	CARNAMAH, PATRICIA	1/03/2019	National Police Check	50.24
1294*2019	DFES	1/03/2019	2018/19 Emergency Service Levy Quarter 3	2,758.80
1277*2019	REILLY & CO	1/03/2019	Consultancy Fees -Community Consultation	310.80
1251*2019	Atyeo's Environmental Health Services PL	1/03/2019	Consultancy Fees -EHO Duties	4,293.20
1234*2019	DATAKOM SOLUTIONS (AU) PTY LTD	1/03/2019	Software Support OZONE - Steve Carter Remotes Support - Rates	7,973.43
1182*2019	ThinkWater Geraldton	1/03/2019	RETICULATION FITTINGS FOR TOWN STREET MAINTENANCE	521.50

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1171*2019	WINC AUSTRALIA PTY LIMITED	1/03/2019	Office Supplies	107.32
1153*2019	Pratt, Ray	1/03/2019	Reimbursement -YA1000 Rubber Mat for Tool Box	45.90
1144*2019	Pool & Spa Mart	1/03/2019	WATER PARK SERVICE CALL OUT	730.30
1108*2019	Midwest Chemical & Paper	1/03/2019	CLEANING SUPPLIES FOR SHIRE BUILDINGS	796.11
1106*2019	Mick Davey Butchers	1/03/2019	BBQ Packs for Australia Day	210.00
1083*2019	J R & A Hersey	1/03/2019	SUNDRY SUPPLIES FOR DEPOT AS PER ORDER 44763 SUNDRY SUPPLIES FOR DEPOT AS PER ORDER 44764 SUNDRY SUPPLIES AS PER ORDER 44765	1,427.86
1067*2019	Geraldton Toyota	1/03/2019	Purchase of New Foreman Ute - YA778	77,230.91
1064*2019	REFUEL AUSTRALIA	1/03/2019	WORKSHOP - GREASE & PUMP	1,428.50
1044*2019	Rocke, David	1/03/2019	Community Centre PaynesFind Cleaning	391.84
1034*2019	Communication Systems Geraldton	1/03/2019	Repairs to Phones Administration Centre	1,819.88
1005*2019	AMPAC Debt Recovery (WA) Pty Ltd	1/03/2019	Debt Collection fees	11.00
TOTAL				443,667.28

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Accounts for Payment March 2019

That Council approve the list of accounts paid for the period 1 March 2019 to 31 March 2019 amounting to \$443,667.28 and the list be recorded in the Minutes.

Moved:

Seconded:

Motion put and carried / lost

11.3.2 Investments as at 31 March 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 April 2019
Attachments	Nil

Matter for Consideration

That Council receive the Investment Report as at 31 March 2019.

Background

Money held in the Municipal Fund of the Shire of Yalgoo that is not required for the time being may be invested under the Trustee Act 1962 Part III.

Statutory Environment

Local Government Act 1995

6.14. Power to invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

[(b) *deleted*]

(c) prescribe circumstances in which a local government is required to invest money held by it;

and

(d) provide for the application of investment earnings; and

(e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of —

(a) the nature and location of all investments; and

(b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

authorised institution means —

(a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution;

(b) deposit for a fixed term of more than 12 months;

(c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

(d) invest in bonds with a term to maturity of more than 3 years;

- (e) invest in a foreign currency.

Strategic Implications

Nil

Consultation

Nil

Comment

The worksheet below details the investments held by the Shire as at 31 March 2019.

SHIRE OF YALGOO CASH HOLDINGS AS AT 31 MARCH 2019								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N ^o	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
MUNICIPAL FUND								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4520	Ongoing	N/A	N/A	Variable	\$1,354,428.96
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$41,269.38
NAB	N/A	Term Deposit	89-977-1574	2 months 30 day	25.03.2018	24.06.2019	2.47%	\$63,942.59
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,023.65
TOTAL								\$1,511,664.58

RESERVE FUNDS								
NAB	N/A	Term Deposit	97-511-4454	2 months 30 day	25.03.2019	24.06.2019	2.47%	\$165,607.88
NAB	N/A	Term Deposit	89-972-5236	2 months 30 day	25.03.2019	24.06.2019	2.47%	\$459,700.53
NAB	N/A	Term Deposit	11-186-3992	2 months 30 day	25.03.2019	25.03.2019	2.47%	\$1,096,633.68
TOTAL								\$1,721,942.09

TRUST								
NAB	N/A	Trust a/c	50-832-4559	Ongoing	N/A	N/A	Variable	\$21,738.51
TOTAL								\$21,738.51

INVESTMENT REGISTER						
01 JULY 2018 TO 31 MARCH 2019						
NATIONAL AUSTRALIA BANK						
ACCOUNT N ^o	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 31.03.2019	INVESTMENT TRANSFERS	CLOSING BALANCE 31.03.2019
86-538-7363	Ongoing	Variable	\$41,141.54	\$127.84	0	\$41,269.38
89-977-1574	25.06.2019	2.47%	\$62,683.84	\$1,258.75	0	\$63,942.59
24-831-4222	Ongoing	Variable	\$51,862.49	\$161.16	0	\$52,023.65
97-511-4454	24.06.2019	2.47%	\$162,347.79	\$3,260.09	0	\$165,607.88
89-972-5236	24.06.2019	2.47%	\$450,651.08	\$9,049.45	0	\$459,700.53
11-186-3992	25.03.2019	2.7%	\$1,075,045.84	\$21,587.84	0	\$1,096,633.68

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Investments as at 31 March 2019

That the Investment Report as at 31 March 2019 be received.

Moved:

Seconded:

Motion put and carried/lost

11.3.3 Financial Activity Statement for the Period ended the 31 March 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 April 2019
Attachments	<ul style="list-style-type: none"> • Statement of Comprehensive Income ending the 31 March 2019; • Financial Activity Statement; ending 31 March 2019 • Summary of Current Assets and Current Liabilities as of 31 March 2019; • Statement of Current Financial Position as at 31 March 2019; • Detailed worksheets; • Other Supplementary Financial Reports: <ul style="list-style-type: none"> ○ Reserve Funds; ○ Loan Funds; ○ Trust Fund

Matter for Consideration

Adoption of the Monthly Financial Statements.

Background

The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed.

Statutory Environment

Local Government Act 1995

Section 6.4–Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

Strategic Implications

Provision of timely accounting information to inform Council of the financial status and financial affairs of the local government.

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue, and overall results against budget targets.

Policy Implications

2.4 Material Variance

Financial Implications

The Financial Activity Statements reflect the financial situation of the Shire as at year to date.

Consultation

Nil

Comment

The Shire prepares the monthly financial statements in the statutory format along with the other supplementary financial reports comprising of:

- Statement of Comprehensive Income;
- Statement of Financial Position;
- Reserve Funds;
- Loan Funds; and
- Trust Fund.

The areas where material variances have been experienced (10% or \$10,000 above or below budget) are commented on in the material variance column.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

R34 (1) Financial Activity Statement for the Period ended the 31 March 2019.

That Council:

Adopts the Financial Activity Statement for the period ended 31 March 2019.

Moved:

Seconded:

Motion put and carried/lost

11.4 ADMINISTRATION

11.4.1 Report on Matters Outstanding as at 16 April 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 April 2019
Attachments	Nil

Matter for Consideration

That Council note the report on outstanding matters.

Background

The report is compiled from resolutions of Council relating to reports presented to Council, Notice of Motions, and Urgent Business.

Statutory Environment

Nil

Business Implications

Nil

Consultation

Nil

Comment

Matters outstanding are detailed below with comments in relation to status.

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
31 Mar 17	Under-taking a Review of the Shire of Yalgoo Policies	That the CEO under-take a review of the Shire Policies over the next three months	Review undertaken on the 22 February 2019 as to whether policies are to be deleted or incorporated into the Management policies/Procedure Manual or the HR Employee Manual
28 July 2017	Review of Local Laws	Council authorised the CEO to implement a review of Local Laws	Third quote received

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
23 March 2018	Application for a prospecting licence	Council authorises the CEO to locate a suitable prospecting area close to the Yalgoo town site and make application to the Mining Registrar for registration.	Confirmation received from the Department of Mining and Petroleum advising that a lease can be held by the Shire. Paperwork is being completed
26 October 2018	Shire of Yalgoo Tourism Advisory Committee	Council resolved to establish the Advisory Committee and appointed the CEO and Crs. Gail Trenfield and Tamisha Hodder	A public submission has been received and will be presented at this meeting, still waiting on DBCA on the involvement
31 January 2019	House Safety of Lot 220, 82 Piesse Street Yalgoo	That Council Requests the CEO to investigate the safety of the house owned by Timothy Simpson and Gloria Merry at lot 220, 82 Piesse Street, Yalgoo.	EHO has planned an inspection for the April visit, a comprehensive report and recommendation be provided to the CEO
23 February 2019	Administrative Policy – Christmas Gifts for Children residing in Yalgoo	The Consultants LG People and Culture Workforce and Management Services to prepare draft Policy.	LG People have been advised of Councils decision from February. Work will now commence on drafts.
22 March 2019	Yalgoo and Paynes Find Landfill Site	1) That the CEO prepare a report detailing the schedule of works required to be undertaken to bring the Yalgoo and Paynes Find Landfill sites in compliance, alternative methods of disposal and related costs. 2) Request the Landfill Sites be cleaned and windblown waste to be removed from fences and surrounding areas.	Verbal update to be presented at the meeting.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Report on Matters Outstanding as at 16 April 2019

That Council:

Receives Report N^o 11.4.1 Report on Matters Outstanding as at 16 April 2019.

Moved:

Seconded:

Motion put and carried / lost

11.4.2 Report for Donation – Mid West Group of Affiliated Agricultural Societies

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	17 April 2019
Attachments	Letter dated 7 April 2019 from Midwest Group of Affiliated Agricultural Societies

Matter for Consideration

That Council give consideration to making a donation to the Mid West Group of Affiliated Agricultural Societies for the purpose of presenting the mid west district display at the Perth Royal Show.

Background

The Shire of Yalgoo made a donation last year of \$150.00

Statutory Environment

Shire of Yalgoo Policy 7.7 States the Following

7.7 Donations and Sponsorship

Introduction From time to time, requests are received for Council to donate to particular causes or events, or to support individuals financially.

Objective To establish a framework for the consideration of requests for donations, sponsorship or in-kind support

<i>History</i>	<i>Adopted</i>	<i>15 May 2008</i>
	<i>Former Policy</i>	<i>4.10</i>
	<i>Amended / confirmed</i>	<i>21 August 2008</i>

Policy Statement

1. *As a general practice, Council will restrict making donations of cash, materials and/or works to organisations which benefit the local community.*
2. *Sponsorship of individuals will not be considered, unless it is determined by Council that –*
 - *the person is representing the Shire as a community,*
 - *is acting for the Shire’s benefit to some extent, and*
 - *is authorised by a non-profit and non-government organisation which benefits the community.*
3. *The following Policy Schedules are adopted, and form part of this Statement –*
 - *7.7 (a) – Request for Support.*
 - *7.7 (b) – Criteria for Assessment of Requests*

– End of Policy

Strategic Implications

Promotion of the Shire and the Region.

Consultation

Nil

Comment

Letter dated 7 April 2019 received from the Midwest Group of Affiliated Agricultural Societies requesting the Shire’s financial support towards the cost of presenting the midwest district display at the Perth Royal Show.

Council has allocated the sum of \$2,000 in the 2018-19 Annual Budget for Members donations and to date \$200.00 has been incurred.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Report for Donation – Mid West Group of Affiliated Agricultural Societies

That Council:

Make a donation of \$150.00 to the Midwest Group for Affiliated Agricultural Societies Inc for the purpose of presenting the Mid West district at the Perth Royal Show.

Moved:

Seconded:

Motion put and carried/lost

11.4.3 Report on National Congress and Business Expo 2019 – The Future Local Government Leader

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	17 April 2019
Attachments	- Conference Brochure - Policy 3.2 – Conference and Training – Attendance and Expenses

Matter for Consideration

That Council grant approval for the CEO to attend the Local Government Professionals National Congress and Business Expo 2019 to be held from 31st July to 2nd August 2019 at the Darwin Convention Centre.

Background

In accordance with the clause 12.10.3 of the CEO’s Contract of Employment the CEO is entitled to attend one conference or other professional development activity per year at the Shire’s expenses to a maximum duration of one week and a maximum total cost (including travel and accommodation) of \$2,000. Council may upon application from the CEO, approve additional professional development activities in excess of the duration and cost.

Statutory Environment

CEO’s Contract of Employment Clause 12.10.3.1 and 12.10.3.2

Policy 3.2 – Conference and Training – Attendance and Expenses Item 7

7. There is an automatic disposition against interstate and overseas conferences and training. These will only be approved where there is clear and undisputed direct benefit (not simply relevance) to matters affecting the Shire of Yalgoo. The Council may consider registration fees, accommodation costs and incidentals, but will not reimburse or cover travel costs except as specified in this Policy and its Schedules.

Financial Implications

The estimated cost of attending this conference is as follows;

- Registration fees	\$1,550 (excluding GST)
- Accommodation	\$1,000 (excluding GST)
- Meals & Sundries	\$750 (excluding GST)
Total	\$3,300

Consultation

Nil

Comment

The National Congress and Business Expo 2019 will be held from the 31 July to 2 August 2019 at the Darwin Convention Centre. The Congress is titled “The Future Local Government Leader” and will feature sessions with thought provoking ideas pushing the boundaries of what Local Government can achieve, updates on sector trends in Australia and abroad, and inspiring keynote speakers, international guests and experts

discussing types such as the politics of leadership, debunking the myths, collaborations between Councils and other levels of government, the future of work.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Report on National Congress and Business Expo 2019 – The Future Local Government Leader

That Council:

Approve of the CEO attending the Local Government Professionals National Congress and Business Expo 2019 from the 31 July to the 2 August 2019 at the Darwin Convention Centre, Darwin

Moved:

Seconded:

Motion put and carried/lost

11.4.4 Report on Significant Audit Findings for the year ended 30th June 2018

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	18 April 2019
Attachments:	

Matter for Consideration

That Council give consideration to the Significant Audit Findings for the year 30th June 2018 together with the responses provided by the Chief Executive Officer and Consultant.

Background

Council is required to examine the report of the Auditor and take appropriate action in relation to matters raised.

Statutory Environment

Local Government Act 1995

7.12A. Duties of local government with respect to audits

- (3) A local government must —
 - (aa) examine an audit report received by the local government; and
 - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must —
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

Business Implications

Nil

Consultation

Dominic Carbone Consultant

Comment

Findings identified as significant by the Audit in the Shire’s Financial Statements for the year ended 30th June 2018 are detailed in the Audit report and are stated below.

The following material matters indicating non-compliance with part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:

- a. For 57% of purchase transactions we sampled, there was inadequate or no evidence that a sufficient number of quotations was obtained, to test the market, and no documentation to explain why other quotes were not sought. This practice increases the likelihood of not receiving value for money in procurement.
- b. For 19 to 26 payments we sampled, there was no evidence of signing officers examining supporting documentation to payments and documenting approval.
- c. Several monthly bank reconciliations were not completed in a timely manner, and some were not independently reviewed by management. In addition, the 30 June 2018 bank reconciliation included numerous uncleared payments and deposits in excess of 12 months old.
- d. Due to difficulties implementing new accounting software, four statements of financial activity were not presented at an ordinary meeting of Council within two months after the end of month to which the statement relates, which is not in compliance with Regulation 34(4)(a) of the Financial Management Regulations.

Management comments in relations to the above mentioned are as follows.

- a. the Shire of Yalgoo is located in a remote region of Western Australia with non existent suppliers of goods and services in the township, so its dependent on a smaller number of contractors who are willing to travel long distances to supply services and materials. The Auditors comments are noted and quotations will be obtained to comply with Council’s purchasing policy.
- b. Internal control procedures have been implemented to ensure the checking of service documentation when certifying and authorising payments.
- c. On the 1 July 2017 the Shire of Yalgoo implemented a new financial Accounting Software ‘OZONE’, this in turn presented many challenges for staff becoming familiar with operating the software. This was further complicated with the Shire Rates officer resigning (January 2019) and finding a suitable replacement proved extremely difficult. The Chief Executive Officer engaged the services of an external consultant to undertake the task resulting in bank reconciliation being brought up to date by manually reconciling. In relation to uncleared payments and deposits a lot of the research has been undertaken however little time was available to make the corrections by 30 June 2018.
- d. Monthly Financial reporting is up to date and is reported monthly.

Voting Requirements

Simple Major

OFFICER RECOMMENDATION

Report on Significant Audit Findings for the Year Ended 30th June 2018

That Council:

- 1. Receives the Report on Significant Audit Findings for the year ended 30th June 2018: and**
- 2. Forward a copy of the report to the Minister for Local Government Sport and Cultural Industries.**

Moved:

Seconded:

Motion put and carried/lost

LATE REPORT

- 11.4.5 Report on the redirection of the Paynes Find Wagga Wagga Road (Muralgarra Road) to bypass the Muralgarra homestead.**

12. NOTICE OF MOTIONS

12.1 PREVIOUS NOTICE RECEIVED

13. URGENT BUSINESS

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed. Fines of up to \$10,000 or two years imprisonment apply to certain offences relating to misuse of information.

The following legislative extracts were downloaded from www.auslii.edu.au on 8 November 2010.

Local Government Act 1995

s5.23. Meetings generally open to the public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to —

- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971 ; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

s5.92 Access to information by council, committee members

- (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting subsection (1), a council member can have access to —
 - (a) all written contracts entered into by the local government; and
 - (b) all documents relating to written contracts proposed to be entered into by the local government.

s5.93. Improper use of information

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person. Penalty: \$10 000 or imprisonment for 2 years.

Local Government (Rules of Conduct) Regulations 2007

s6. Use of information

- (1) In this regulation —
 - closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
 - confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
 - non-confidential document means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
 - (a) information that the council member derived from a confidential document; or
 - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

14.1 Report on Chief Executive Officer Performance Review – Engagement of Consultant

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	17 April 2019
Attachments:	Nil

15. NEXT MEETING

The next Ordinary Meeting of Council is due to be held at the Paynes Find Community Centre, on Friday 31 May 2019 commencing at 11.00 am.

16. MEETING CLOSURE

There being no further business, the President declared the Ordinary meeting closed at

